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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Special Staff, Logistics Office  
FROM : Chief, Administrative Staff  
SUBJECT: Weekly Activity Report

DATE: 21 January 1954

1. GENERALa. Agency Regulations (continued item)

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Logistics Office concurrence was made to R and [REDACTED]  
"Agency Regulatory Issuances, Numbering" and proposed [REDACTED]  
"Correspondence Handbook". Certain suggestions were submitted  
regarding specific improvements to the handbook.

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b. Logistics Office Notices and Instructions (continued item)

No change.

2. PROJECTS AND STUDIES IN PROGRESSa. Logistics Support Course (continued item)

Conferences have been held with [REDACTED] and representatives  
of Transportation Division on ways and means of implementing and  
improving this course.

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b. Review of Training Requirements Suggested through Personnel Evaluations (new and continued item)

The Training Officer has begun a review of Personnel Evaluation reports to determine training requirements suggested by employees and supervisors.

c. DD/A Intelligence Refresher Course (new and continued item)

Four Logistics Office employees have enrolled in the first DD/A Intelligence Refresher Course beginning 19 January. This course, which is a modification of the BIC is available for DD/A Personnel, Grades 9 through 12 who have completed two years service with the Agency.

3. OTHER ITEMS OF INTERESTa. Personnel Report (continued item)

The on duty strength for the week ending 20 January 1954 is

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b. Clerical Training Institute (new and completed item)

Personnel Officer, Training Officer, and Records Management Officer attended a two-hour seminar arranged by OTR to present current information on clerical recruitment, placement, and training programs. ✓

c. Review of LO Career Designations (continued item)

No change

d. Basic Intelligence Course (SUP) (continued item)

No change

e. Vital Material Program (continued item)

No change

f. Work Program - Administrative Staff (continued item)

Review of the work program of the Personnel Branch of the Administrative Staff is continued, with particular reference to the development of the Career Service Program.

g. Logistics Office Funds - FY 1954 (continued item)

No change

5. MAJOR OBJECTIVES

a. Career Service Program (continued item)

DD/P Admin. has questioned the advisability of its employees with LO Career Designations completing the item on the "Career Service Overseas Availability Record" on "Known Physical Defects". Medical Office and DD/P Admin. are resolving this question. ✓

A sterilized version of a letter entitled "Information for Overseas Employees having Logistics Career Designation" has been submitted to the Regulations Control Board for reproduction.

b. Logistics Office Training Program (continued item)

Three DD/P Personnel are currently engaged in a week's tour of Logistics Office.

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